

December 2016 v2						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DW reports and/or CFS Production reports Complete month-end data LABOR: Reverse November Month-End Estimate Normal DW refresh	2 Normal DW refresh	3 Normal DW refresh
4	5 LABOR: PP23 Normal DW refresh	6 LABOR: PP23 SURCHARGES Normal DW refresh	7 CFS GL YEAR END FINAL CLOSING 2016 Normal DW refresh	8 CFS GL MONTH END FINAL CLOSING OCT and NOV 2016 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh
11	12 Normal DW refresh	13 Normal DW refresh	14 Normal DW refresh	15 LABOR: December Month-End Estimates SURCHARGES CA O/U: Reversal Part C Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh
18	19 Normal DW refresh	20 LABOR: PP24 SURCHARGES Normal DW refresh	21 Normal DW refresh	22 Normal DW refresh	23 SLTs: SLTs to be approved for November are due to FMB by 4:00 pm ET Normal DW refresh	24 Normal DW refresh
25	26 HOLIDAY Normal DW refresh	27 DISBURSEMENTS: Last Run for December Normal DW refresh	28 LABOR: December NOAA Corps Normal DW refresh	29 SLTs: 12:00 Noon ET Final Approval CA: December Month-End Surcharges Processed prior to the "7 AM" closing Normal DW refresh	30 CFS GL MONTH END PRELIM CLOSING 6:00 AM ET Close AP, PR, PO WIP CA O/U Process 12:00 Noon ET Close BE, AR, ALLOC, GJ, GL Normal DW refresh	31

Please note: December 2016 GL Closing will start on December 30, 2016 at 6 am

6 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **December 2016 General Ledger**

PR – Purchase Requisitions (Commitments)
 PO – Purchase Orders (Obligations, etc.)
 AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

12 Noon Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **December 2016 General Ledger**

BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
 AR – Accounts Receivable
 ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
 The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Friday December 30, 2016
 GJ – General Journal (GJs may be entered until 12 noon)
 GL – General Ledger